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### Advisory Council Meetings; Series I; File 6

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## THE NEW YORK STATE NURSES ASSOCIATION

### REPORT OF MEETING OF ADVISORY COUNCIL

May 13, 1988

PRESIDING: Juanita K. Hunter, President

#### I. ATTENDANCE

Representatives attended from fifteen of the nineteen districts. An attendance roster is appended to this report.

#### Staff:

Martha L. Orr, Executive Director  
Elizabeth Carter, Deputy Director  
Robert R. Sacco, Director of Financial Affairs  
Karen A. Ballard, Director, Nursing Practice and Services Program  
Wendy M. Burbank, Associate to the Executive Director  
Gail DeMarco, Associate Director, Nursing Practice and Services Program  
Warren G. Hawkes, Director, Library  
Josephine LaLima, Director, Nursing Education Program  
Karen Maune, Director, Organization Services  
Mardi J. Massaroni, Coordinator, Public Relations  
Jackie Negri, Associate Director, Organization Services  
Anne Schott, Director, Communications, Publications and Public Relations  
Christine L. Tofflemire, Associate Director, Legislative Program

#### II. INTRODUCTIONS

Those present introduced themselves.

#### III. DNA ISSUES/CONCERNS

District representatives present provided reports on recent district activities or highlighted activity included in submitted written reports.

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## IV. NYSNA ACTIVITIES

### A. President's Report

#### 1. Liaison Activities

##### a. Senate Health Committee Chair's Plans for Tribute to Nurses

President Hunter announced to the Advisory Council the details of Senator Lombardi's plans for 1989 conferral on registered nurses of statewide and regional "nurse of distinction" awards. President Hunter informed the Council that NYSNA representatives have conveyed to the Senator the importance of substantive action by the legislature to address issues and conditions created by the nursing shortage. Council representatives expressed concerns about the apparent superficial and patronizing aspects of this project given the adverse conditions under which nurses are working and patients are receiving care in the shortage crisis. Concern was expressed about the lack of award criteria.

##### b. March 28, 1988 Meeting with NYSANA

Dr. Hunter reported that she and Ms. Orr attended a meeting with representatives of the New York Association of Nurse Anesthetists. Discussion included: the report of the Task Force on Health Labor management; regulations governing intravenous therapy procedures by LPNs; and prescriptive privileges for nurses.

##### c. April 7-10, 1988 ANA Board Meeting

Dr. Hunter reported that she and Dr. Carter attended this meeting. Issues under consideration by the ANA Board included: the continuing education accreditation process changes; progress of the Commission on Organizational Assessment and Renewal; the ANA Board's intent to recommend to the 1988 House of Delegates relocation of ANA headquarters to Washington, DC, in 1992; inappropriate AMA proposals for the creation of health care personnel categories.

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d. April 28-29 ESREC Meeting

Dr. Hunter reported that ESREC representatives (presidents and executive directors of twelve eastern seaboard SNAs) discussed these issues in April: the content of the pending ANA-SNA Statement of Understanding; COAR's progress; the effects on nurses and patients of deportation of nurses working in the US on temporary visas.

e. Medical Society of the State of New York

The Advisory Council discussed its and NYSNA's concerns about the Medical Society's inappropriate resolution calling for re-establishment and funding of diploma schools of nursing as a means to alleviate the nursing shortage.

An NYSNA representative attended the meeting of the MSSNY House at which the resolution was adopted. The resolution was opposed by a significant number of MSSNY members including the organization's president.

The Council was informed that efforts are in progress to schedule a joint meeting of the Executive Committees of MSSNY and NYSNA to discuss this and other issues.

2. Arden House Consortium

Dr. Hunter reported that the Consortium will meet on May 17. The Consortium anticipates that its final report will be released within the next few months.

B. Executive Director's Report

1. Membership Figures

Ms. Orr directed attention to membership reports provided.

2. Economic and General Welfare Program Highlights

Ms. Orr summarized significant activities of the E&GW Program that are public knowledge.



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## 3. Report on Public Hearings on Health-Labor Industry Task Force Recommendations

Ms. Orr announced that the Association testified and was represented well at each of the five hearings. District representatives presented articulate testimony at the hearings. Council representatives reported about attendance and participation in at the hearings. The Council acknowledged that Department of Health representatives who served as hearing officials were attentive to the comments of NYSNA and DNA representatives and individual nurses. However, district representatives noted that it does not seem likely that the testimonies will bring about significant changes in the Task Force's findings as those findings will be represented in the final report of the group. Ms. Orr informed the Council that NYSNA has been requested to provide the Department with proposals for short-term strategies to alleviate the shortage. Council representatives were encouraged to communicate suggestions about such strategies to NYSNA in the near future.

## 4. Report on Progress of LPN Regulation Lawsuit

Ms. Orr announced to the Council that on April 13 the Supreme Court dismissed NYSNA's petition on the grounds that the Association did not have standing to bring the suit. The judge did not consider the substance or merits of the case. The Association will institute appeal of this decision. Two individual members have brought suit against the Departments challenging the regulations.

NYSNA's position has been that the Department of Health has exceeded its statutory authority by promulgating the regulations. The Association has asked the Board of Regents to review the issue in light of the potential conflict of authority over regulation of the nursing profession.

The speciality organization of IV therapy nurses has agreed to submit to the court an amicus curiae brief in the Association's interest. The Association of Practical Nurse Education Programs will support the Association's position.

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## 5. Immigration Issue

Council representatives discussed their concerns about the effects on patients and nurses of the Immigration Department's deportation of nurses working in the United States on temporary visas.

## 6. New Liability Insurance Program

Ms. Orr announced that the Board of Directors has approved endorsement of Markel Services, Inc.'s malpractice insurance program for NYSNA members.

The program's components and limitations include:

- a. The one-million-dollar coverage carries a current premium of \$48; a pending application for an increase would bring the premium to \$58.
- b. A liberal assault coverage provision is included in the program.
- c. Programs' features vary from state to state or from region to region to accommodate endemic practice conditions and needs.
- d. At this time nurse practitioners and nurses who are self employed ("self employed" is defined as being incorporated and engaged in advertising one's practice) cannot be included in the program; insurance needs of these classes and ways to provide them with affordable adequate coverage is being investigated. Nurse practitioners could be covered on a "claims-made" rather than "occurrence" basis; however, such coverage could be offered at a higher premium rate than \$58.
- e. Service includes members' opportunity to consult by telephone with company personnel who are familiar with nurses' insurance needs on a twenty-four basis.

## 7. NYSNA Legal Counsel's Responses to Advisory Council's Inquiries

During the March meeting Advisory Council representatives requested that NYSNA staff request of legal counsel responses to questions concerning the permissibility of:

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DNAs' requiring through bylaws that their board members be NYSNA members; and DNAs' paying their presidents' NYSNA dues. Ms. Orr informed Advisory Council representatives that NYSNA legal counsel advises that DNAs may require through bylaws that board members be NYSNA members. However, the requirement is not advisable because it could be cause for confusion by the courts and the NLRB about the corporate separateness of NYSNA and the district nurses associations. Legal counsel advises that it is legally permissible for a DNA to pay its president's NYSNA dues.

## C. Program and Department Highlights

NYSNA staff members gave brief presentations about parts of their written reports and responded to Council members' questions and requests for information. Discussion included:

### 1. Nursing Education Program

A summary of the current and contemplated activity of the Statewide Planning Committee on Nursing Education will be sent to districts.

### 2. Legislative Program

The Council discussed at length effective ways to express to legislators opposition to S.8477/A.11447, the nurse practitioner bill before the legislature. The Council noted that lobbying methods (such as repeated telephone calls, mailgrams) have varying types of impact on legislators. Staff requested that district representatives obtain knowledge about the likely effects on particular legislators of these methods.

### 3. Communications, Publications and Public Relations

The Council noted that preparation has begun on the first peer-reviewed issue of Journal.

## VI. STATUS OF PROPOSED GUIDELINES FOR STRUCTURE, FUNCTION AND OPERATION OF THE ADVISORY COUNCIL

Dr. Hunter informed the Advisory Council of the actions of the Board of Directors on the Proposed Guidelines and on the related matter of NYSNA policy on reimbursement of expenses incurred in attendance of Advisory Council meetings.

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Dr. Hunter reminded the Council that the Board had approved all provisions of the proposed guidelines except for the one which states that the Advisory Council "coordinator" will "represent the Council at NYSNA Board meetings when either the Board or the Advisory Council deems appropriate." The Board requested that this provision be considered by the Committee on Finance.

The Committee on Finance reported to the Board at its March meeting that:

1. Financial implications of the provision depend heavily upon where the coordinator resides and the number of meetings the coordinator attends;
2. Projection of realistic financial implications is not possible absent restriction in the provision on the number of meetings the coordinator would be permitted to attend per year and whether one or two days of a two-day meeting would be attended;
3. The provision could cost as much as \$2,000 per fiscal year;
4. It seems likely that the absence of restriction on attendance would result in high and volatile expenditures.

Dr. Hunter informed the Council that the Board considered formal disapproval of the isolated provision. However, the Board concurred it is essential that all of the provisions for the coordinator (i.e., the coordinator's appointment, role and activity) be integrated into the document in precise and appropriate ways. The entire document must be re-examined in light of the interdependence of the ways the provisions are expressed and their implications for interpretation and implementation of the guidelines. A simple disapproval of one provision would not be appropriate and helpful to the Board or the Council. In addition, the Board reiterated its previously acknowledged concern about the related issue of organizational/financial implications of support of a unit comprised partially of non NYSNA members.

The Board determined to refer the Guidelines to Association legal counsel for review in light of general financial implications and in light of the absence of a requirement of NYSNA membership of Advisory Council representatives.

The Council was informed that the Board emphasized that, although its concerns about the financial implications of the pending provision necessitated additional review of the guidelines, the Board does not intend to invalidate the document. It is now apparent to the

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Board that provisions for the coordinator's role need clarification and refinement. The clear and positive aspects of the guidelines will continue to be supported by the Board.

Ms. Orr explained to the Council that preservation of equality in members' access to the Board of Directors is essential in consideration of all NYSNA policy and procedure.

Dr. Hunter explained to the Council that the Committee on Finance and the Board of Directors have considered the question of requiring NYSNA membership of Advisory Council representatives. Deliberations included acknowledgement and discussion of these factors:

1. There has been recurring concern in the Board's study of the role of the Council about the appropriateness of the use of NYSNA members' dues monies for the support of meetings of a unit partially comprised of non members (who, unlike consumer advisory council members, are registered nurses eligible for NYSNA membership).
2. NYSNA bylaws permit district presidents "or an alternate" to attend Advisory Council meetings. Therefore, bylaws would not present any obstruction of a district's Advisory Council participation if non NYSNA members were prohibited from being Council representatives.
3. Amendment of the bylaws to require NYSNA membership of Advisory Council members would be possible from a legal standpoint. However, because the concern at the root of this issue relates to financial support of a unit partially comprised of non members, bylaws amendment may not be the necessary, appropriate or desirable means of resolving the question.
4. Current Association reimbursement policy provides for the reimbursement of one representative from each district for travel expenses incurred in attending Advisory Council meetings.

Dr. Hunter informed the Council that the Board of Directors considered and approved the recommendation of the Committee on Finance that, in order to meet expediently the financial concern at the base of the issue, policy be altered rather than bylaws. The Board determined that current policy governing reimbursement of Advisory Council representatives' expenses incurred in attendance of Council meetings be revised to stipulate that only those Advisory Council representatives who are NYSNA members will be reimbursed for attendance (in accordance with established policy).



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An Advisory Council representative expressed the belief that the Board's actions do not pose an impediment to Advisory Council functioning, to the ability of the Board and the Council to communicate effectively and to work collaboratively.

## VII. ANA ACTIVITIES

### Progress Report on Implementation of Resolution on Organizational Mission

Dr. Hunter informed the Council that the Executive Committees of NYSNA and the Pennsylvania Nurses Association held a joint meeting on February 16. These activities were proposed by the Committees and subsequently approved by NYSNA's and PNA's Boards of Directors:

1. Conference call of ANA-NYSNA-PNA leadership about the progress of the Commission on Organizational Assessment and Renewal.
2. NYSNA's and PNA's (and possibly other SNAs') hosting of open forum at ANA convention for delegates' and other attendees' participation in discussion of membership issue.
3. NYSNA/PNA convention exhibit booth for "one-on-one" discussion of position on membership issue.

Dr. Hunter directed the Council's attention to the NYSNA/PNA position paper on the membership issue which will be utilized during ANA convention activities.

## VIII. DATE OF NEXT MEETING

The next meeting is scheduled for Thursday and Friday, September 8 and 9, 1988. It will be the annual two-day meeting combining an orientation for district leadership and a Council business session.

## IX. ADJOURNMENT

The meeting adjourned at 2:37 PM.

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## May 13, 1988 Advisory Council Meeting Attendance

District	Representative
1	Connie Cookman, Administrative Director
2	Janice Volland, President
5	Louisa Ivan, President
7	Joanne Byrnes, President
8	Rachel Follow, President
9	Jeanne Elisha, President
10	Vicki Rosenberg, President
11	Patricia Sommers, President
12	Mary Ann Valinski, President
13	Sadie Smalls, President
14	Barbara J. Malon, Executive Director
15	Shirley Haddad, President
16	Ronald Inskeep, President-elect
18	Carol Gold, President
19	Margaret Hardie, Interim President

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## ADVISORY COUNCIL ORIENTATION PROGRAM

September 8-9, 1988

The Structure and Governance of NYSNA  
(Juanita K. Hunter, President)

### Introduction

NYSNA is incorporated as a not-for-profit, multipurpose professional association, subject to New York State laws governing such organizations. The Association is a 501 C(6) corporation under tax law (a business league). Also, the Association is, in part, a registered labor union, subject to federal, state, and local labor laws.

The purposes of the Association are identified in the Articles of Incorporation; you will find them listed on the inside front cover of the Bylaws. The functions of the Association are listed in Article I, Section 3 of the Bylaws (page 4).

NYSNA is the New York State constituent member of The American Nurses' Association. Since 1984, individual nurses do not hold membership in ANA, which is now a federation of state nurses' associations. The relationship of state nurses' associations to ANA is described as a "modified" federation because (1) the ANA House of Delegates is comprised of individual nurses elected at the state level, not the SNAs themselves and (2) individual nurses do obtain some services from ANA rather than the SNAs; e.g., membership in ANA Councils. Article XVIII of the NYSNA bylaws describes NYSNA's organizational membership in ANA (page 14).

### A. The Voting Body

Please refer to the organizational chart found on page four of the booklet Function and Structure.

As you can see, the Voting Body of NYSNA is the highest authority of our Association. Every member can participate in the voting body; NYSNA does not have a delegate system. The voting body of NYSNA meets once a year (the annual membership meeting), as described in Article XIV of the NYSNA bylaws (page 12).

### B. The Board of Directors

The Board of Directors consists of five elected officers and eight directors-at-large, elected by the membership. A roster of the current Board of Directors is included in your packet. The Board meets approximately seven times a year: September, pre-convention, post-convention, January, March, May, and July.

The functions of the Board of Directors are described in Article IV, Section 3 of the bylaws (page 5). In general, the Board is responsible for the corporate and fiduciary affairs of the Association. [Please take a moment to read the list of functions and ask any questions you may have.]

Meetings of the Board of Directors are scheduled a year in advance at the post-convention meeting of the Board. They are open to any member who wishes to attend, although advance notice is requested. The agenda of a Board meeting is formed from items submitted by organizational units, staff, or individual members. To the extent possible, the tentative agenda of the Board meetings will be distributed to the District Advisory Council members in advance.

### C. Standing Committees

The two standing committees described by bylaws are the Committee on Finance and the Bylaws Committee.

The Committee on Bylaws is a standing committee described in Article VI, Section 3 of the bylaws (page 7). In addition to the customary responsibility of reviewing NYSNA bylaws, this committee also has responsibility for determining that District Nurses Association's bylaws are in harmony with the Associations. The Committee meets twice yearly, usually in November and March.

The Finance Committee is also a standing committee, and its responsibilities are described on page 8 of the bylaws (Article 6, Section 4). This committee meets prior to each meeting of the Board of Directors and is responsible for budget preparation and review. The committee also recommends financial policies regarding such items as travel reimbursement, convention registration fees, and the delegate subsidy.

### D. Special Committees

The special Committee on Impaired Nursing Practice was established this year as an outgrowth of the Task Force on Alcohol and Substance Abuse in the Profession of Nursing. The Committee advises members and the Board on matters pertaining to substance abuse. It meets four times yearly and its members are appointed by the Board.

### E. Committees of the Board

The Awards Committee is a committee of present and former Board members appointed by the Board to recommend the recipients of NYSNA awards. The Board Committee on Appointments is a committee comprised of three Board members to recommend to the



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full Board appointments to NYSNA board-appointed units (councils, standing and special committees). This Committee also considers and recommends to the Board nominations for ANA offices and nominations to the State Board for Nursing.

The Board of Directors establishes ad hoc committees of the Board as the need arises for small study groups of a provisional nature. Ad hoc committees of the board are currently studying such issues as: clarification of the roles of NYSNA advisory councils (see also page 4); appropriate responses to the AMA proposal for creation of the RCT; and ANA positions requiring SNA review.

## F. Advisory Councils

There are two Advisory Councils, the Consumer Advisory Council and the Advisory Council of District Nurses Associations. Recently, both Councils have requested clarification of their Association roles and responsibilities. The Board of Directors has appointed an ad hoc committee of the board to review the concerns expressed by these groups; further clarification and possible bylaw changes will be considered.

The Consumer Advisory Council is described in Article X of the bylaws (page 10). This Council has been very active in assisting the Association to better understand consumer needs and preferences regarding health care. Council members are appointed by the Board and usually meet four times yearly.

The District Nurses Associations Advisory Council is described in Article IX, page 10. Since we will be concentrating on this Council later, no further discussion is needed at this point.

## G. Councils

There are seven Councils which also serve in an advisory and consultative capacity to the Board of Directors. These are listed on page eight of the bylaws. Councils are appointed by the Board and generally consist of five persons who have special expertise in the particular areas. Councils usually meet four times a year. Many of the Association's position statements are prepared by the Councils and forwarded to the Board for adoption as official Association positions.

## H. Clinical Practice Units

There are now seven Clinical Practice Units, the most recent being the Ambulatory Care Nursing Clinical Practice Unit established by the Board this year. Individual members may select one CPU to join. (An additional CPU may be chosen for a small service fee.) The purposes of the CPU are described on

page 9 of the bylaws (Article VIII, Section 2). An executive committee of each CPU is elected by those members of the CPU attending the annual business meeting at convention. The executive committees usually meet four times a year.

## I. Functional Units

There are now six Functional Units, the most recent being the Functional Unit of Nurse Entrepreneurs, established by the Board this year. Again, individual members may select on FU to join, or more than one with the payment of an additional service fee. The functions and leadership of the FUs are similar to those of the CPUs.

This completes a review of the basic structure and governance of the Association. Before moving on to the administration of NYSNA, I'd like to comment on additional relationships which do not appear on the organizational chart. NYSNA maintains a large number of liaison relationships with other organizations and agencies. Among these are the following:

The State Board for Nursing  
The Medical Society of the State of New York  
The New York State Department of Health  
Licensed Practical Nurses and Technicians  
of New York, Inc.  
The Association of Practical Nurse Educators  
The Association of Deans and Directors of Baccalaureate  
and Higher Degree Programs of Nursing Education  
The Association of ADN Educators  
Associations of Nurse Managers  
The NY State Public Health Association  
The Home Care Association of New York State  
The Hospital Association of New York State  
Nursing Students Association of New York State  
Public Employees Conference

The Administration of NYSNA  
(Martha L. Orr, Executive Director)

Please refer to the organizational chart on page 3 of the booklet, Structure and Function, and to the staff roster in your packet.

The administration of NYSNA is carried out by the Executive Director, who is appointed by and accountable to the Board of Directors. The remainder of the staff is selected and employed by the ED.

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The Association is headquartered in the Center for Nursing, here in Guilderland. There are two other offices of the Association, one in New York City (One Madison Ave.), and one in Buffalo. The latter two offices are used primarily to provide services to the nurses whom we represent through our Economic and General Welfare Program.

The programs and services of the Association are conducted through the offices of four programs and eight departments. Regular reports of the programs and departments are provided to the Advisory Council and Board of Directors at scheduled meetings. Your orientation this afternoon will include a brief outline of the responsibilities of each.

In general, the responsibilities of the staff are to implement the programs, services, and organizational activities of NYSNA. Implementation includes the provision of staff services to the organizational units, assuring that the organizational calendar requirements are met, that reports are given as required, and that the volunteers are given assistance as needed to carry out their responsibilities.

The staff do not set organizational policy. That is the responsibility of the Board of Directors and Voting Body.

However, because of a complicated legal issue, administration of the Economic and General Welfare Program, including program policy, has been delegated to the Executive Director. Since I will be orienting you to the E and GW program this afternoon, I will defer discussion of that portion of the organizational chart.

## Relationships of District Nurses Associations and Advisory Council to NYSNA

### Corporate Relationship

NYSNA recognizes District Nurses Associations as "constituent associations" of NYSNA as described in Article XVII of the NYSNA Bylaws (p.13). This relationship is simply a voluntary, cooperative affiliation, not a legal, corporate membership in the Association. Most DNAs are separately incorporated legal entities, and neither the Districts nor NYSNA have any legal obligations or fiduciary responsibilities for each other.

### Bylaws

NYSNA Bylaws, Article XVII, define the process for recognition of constituent District Nurses Associations and the criteria through which that recognition is provided. Basically, in order to be recognized as a constituent association, a District must:

- require that all of its members have the same qualifications as those required of NYSNA members;
- inform NYSNA of the names and addresses of all officers and members of the District Board of Directors;
- confer with the NYSNA Committee on Bylaws concerning any proposed bylaws amendments related to membership;
- adopt and maintain bylaws "in harmony with" the bylaws of NYSNA;
- submit an annual report.

In practice, these requirements mean that Districts cannot admit to membership anyone who is not eligible for membership in NYSNA. Similarly, the stated purposes and functions of constituent district associations must not be in conflict with those of NYSNA. The NYSNA Committee on Bylaws does review all DNA Bylaws for compliance with these requirements. A copy of the Committee's guidelines for review of DNA Bylaws is in your folders.

Annual reports of Districts are printed in the Association's Book of Reports, which is distributed at our annual meeting.

### District Advisory Council

The only other formal relationship of Districts to the Association that is described in the Bylaws is that of the



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Advisory Council, Article IX (p.10). The purpose and function of the advisory council is described only as "to consider and promote the interests of this association."

Previous Advisory Councils have functioned in different ways and addressed different issues according to their needs and interests. Included in your folder is a 1987 memo from M. Orr which describes the evolution of the Advisory Council.

Over the past two years, the Advisory Council and representatives of the Board of Directors have again examined the purposes and functions of the Advisory Council. Proposed guidelines for the function of the Council were drafted and referred to the Board of Directors. Subsequent to this, the Board was also asked to consider the structure and function of all other organizational units which are "advisory" to the Board. A committee of the Board has been appointed for this purpose, and it is expected that this work will be completed in the near future.

## Leadership Development

The Districts are important organizations for the identification and development of leadership persons for the Association. Districts are invited to submit nominations for elected and appointed positions in both NYSNA and ANA.

## Decision Making

Opportunities to involve a broad range of NYSNA members in the decision making process of the Association are often needed. The Districts have cooperated with NYSNA in providing opportunities for NYSNA officers, for example, to dialogue with members around such important issues as the Association's legislative program, the future membership question, the nursing shortage, etc.

## Consensus Building, Joint Actions

Unified actions of NYSNA members and members of District Nurses Associations are clearly desirable, particularly when organized responses to problems facing the nursing profession are needed. For example, Districts were particularly helpful in mobilizing large scale participation in the hearings of the Labor-Health Industry Task Force.

## Membership Recruitment

District Associations and NYSNA share a common interest and need for the promotion of membership. Advisory Council meetings have often focused on creative ways to recruit and retain members.

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## THE NEW YORK STATE NURSES ASSOCIATION

### MEETING OF ADVISORY COUNCIL

The Veronica M. Driscoll Center for Nursing  
Guilderland, New York

January 20, 1989

### TENTATIVE AGENDA

PRESIDING: Juanita K. Hunter, NYSNA President

- I. Call to order
- II. Introductions
- III. Announcements
- IV. District issues/reports *San Diego meeting*
- V. Update on major issues
  - ✓ A. Report of ANA Commission on Organizational Assessment and Renewal *how to get regional info in ANA mtg's*
  - ✓ B. Final report of Labor-Health Industry Task Force
  - ✓ C. Activities related to nursing shortage *Nurses' Strike*
  - ✓ D. AMA proposal for registered care technologist Plans for DNA/regional meetings *San Antonio*
  - ✓ E. Proposed nurse practitioner regulations
  - ✓ F. LPN regulations *2 applications to state*
  - ✓ G. Consumer Advisory Council follow-up *District components*
- VI. January NYSNA Board of Directors meeting *any additions*
- VII. NYSNA Council on Nursing Research Survey
- VIII. Presentation on Foundation of The New York State Nurses Association, Inc. (by Foundation Executive Director Cathryne A. Welch) time certain: 12:00 noon
- IX. Other items *1. Division Stamp Antenna - 10 min*
- X. Next meeting *2. School Nurse Guild's Statement - 10 min*
- XI. Adjournment *3. NYSNA fund raising by DNAs*  
*4. Student Workshops - fund raising*  
*5. Regionalization of activities*  
*6. Media response*

WMB  
1/13/89  
AC18

*Registrations full - Convention and 1400  
rights of members in voting records*

*Advisory Council reimbursement*

*2. Help from orders from Phoenix*

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## THE NEW YORK STATE NURSES ASSOCIATION

### REPORT TO THE ADVISORY COUNCIL

by  
THE EXECUTIVE DIRECTOR

January 20, 1989

#### I. Staff Matters

Resignations: Barbara Zittel, Assoc. Director, Nursing  
Education Program

Mardi Massaroni, Asst. to Director,  
Communications/Public Relations

Appointment: Deborah Lamb, Asst. to Director  
Communications/Public Relations

#### II. Membership Figures

Total membership continues to fluctuate around 30,000. Of note is the fact that while 42% of members hold district membership, 75% of these members are members of two districts. Twelve DNAs have 200 members or less, and two have less than 50 members.

#### III. Progress re NYSNA Lawsuits Pertaining to LPN Regulations

A motion has been filed to request that the legal process for resolution of the Association's pending cases against the state Department of Health be expedited.

A meeting of legal counsels for the State Education Department and NYSNA, Milene Megel, and NYSNA staff to discuss the regulations has been scheduled for January 23.

#### IV. Economic and General Welfare Program

The Association has been given voluntary recognition as the representative of the registered professional nurses of Arlington School District.

On November 1, NYSNA was elected to represent the approximately 90 registered nurses at Oneida City Hospital.

On December 1, NYSNA won the election at St. Luke's-Roosevelt Hospital Center by a decisive margin. This was a major decertification attempt by the New York Professional Nurses Union and represents a highly significant Association victory.

During the past year, the Association won representation elections at Syosset Hospital (about 100 nurses), St. Charles Hospital (about 230 nurses), Presbyterian Hospital (1500), Oneida Hospital (90), and St. Luke's-Roosevelt (1200). Elections were lost at Brookhaven Hospital and Linden Bay Care Center (5).

Nurses represented by the Association found it necessary to engage in strikes at Alice Hyde Hospital, Central General Hospital, Vassar Brothers Hospital, and South Bronx Mental health Council.

NYSNA presently services 109 collective bargaining units at 170 sites. Approximately 89.7% of the Association's members are in the collective bargaining units.

#### V. Dates and Deadlines

##### 1. Board of Directors' Meetings

January 26, 27  
March 30, 31  
June 14, 15  
July 26, 27  
September 21, 27, 28,  
October 26

##### 2. Advisory Council Meetings

January 20  
March 16  
May 19  
September 14-15

##### 3. NYSNA Legislative Workshops and Reception

February 27

##### 4. NYSNA Nominations for President-elect, Treasurer

Director at Large, Nominating Committee, ANA Delegate  
Due by March 3

##### 5. NYSNA Nominations for Vice-Chair, Clinical Practice

and Functional Units  
Due by April 3

##### 6. "Nurse of Distinction" Conference

May 9



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9/8-9/88 ADVISORY  
COUNCIL MEETING

7. Nurses' Week  
May 6-12
8. International Council of Nurses Meeting (Seoul, Korea)  
May 28-June 2
9. Nominations for NYSNA Awards  
Due by June 2
9. ANA House of Delegates  
June 23-26  
ANA Delegate Orientation  
June 11



#6

9/8-9/88 ADVISORY  
COUNCIL MEETING

Martha L. Orr, MN, RN  
Executive Director



Constituent of The American  
Nurses Association

**NEW YORK STATE NURSES ASSOCIATION**

2113 Western Avenue, Guilderland, N.Y. 12084, (518) 456-5371

January 20, 1989

TO: Presidents and Executive Directors, Constituent  
District Nurses Associations

FROM: Martha L. Orr, Executive Director

RE: Provision in DNA bylaws for disciplinary action  
against a member

In the course of its review for constituency requirements of the bylaws of constituent district nurses associations, the NYSNA Committee on Bylaws has noted that DNAs have diverse types of provision for the discipline of members who may violate bylaws or engage in activity that is detrimental or injurious to the association. The Committee had concerns about whether provision in an organization's bylaws for discipline (including expulsion) of members requires the organization to maintain complex policy and procedure regulating the hearing of a charge brought against a member. The Committee's concern focused on advising districts about the extent of resources required in order to ensure a member's "due process" right. Therefore, staff was requested to obtain an opinion from legal counsel about this bylaw issue.

Legal counsel has offered the following advice. It may assist districts in determining whether or not to include disciplinary provisions in their bylaws, and in protecting the rights of both the member and the district in the event a disciplinary process is ever needed. The advice applies to an organization incorporated under York State Not-for-Profit Corporation Law.

New York State Not-for-Profit Corporation Law does not prescribe any discipline procedure for a not-for-profit corporation to follow in taking disciplinary action against a member. However, the courts have held that - absent any provision in bylaws or constitution for procedure regulating the hearing of charges of a member charged with an offense which could, if proved, result in discipline, including expulsion - charges against a member must be filed with the members of the corporation as a body at a meeting of the corporation; the body of members must prescribe the procedure that would be followed in processing the charges.



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# 9/8-9/88 ADVISORY COUNCIL MEETING

District Nurses Associations  
January 20, 1989  
Page Two

The courts have also held that discipline, including expulsion, of a member without notice or a statement of charges, or without an opportunity to be heard, is illegal - even if bylaws make no provision for hearing charges. The courts have superimposed a requirement for "due process" on every not-for-profit corporation, whether or not its bylaws so provide. Therefore, whether or not a district nurses association includes provisions for disciplinary action in its bylaws (or anywhere else), the district will still be bound to follow "due process" procedures specified by the courts (as outlined above).

Most districts designate Robert's Rules of Order as their parliamentary authority. Chapter XX of Robert's Rules of Order, Newly Revised (1970), describes a process for establishing a discipline procedure. Pages 543 through 554 outline the "steps in a fair disciplinary process." NYSNA legal counsel states that these steps would clearly meet the "due process" standard established by the New York Courts.

We hope this advice is of assistance. Questions about the issue may be directed to either Wendy Burbank or me.

MLO:WMB:b

cc: Committee on Bylaws

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## NURSES ASSOCIATION OF THE COUNTIES OF LONG ISLAND, INC. DISTRICT 14, NYSNA ANNUAL REPORT JUNE 1, 1987 — MAY 31, 1988

Date of Annual Meeting: May 24, 1988

Number of District Meetings: 4 General Membership Meetings, 1 Annual Meeting, 9 Board of Directors Meetings

### I. Membership

Total Membership: 4,809

Of this total, 344 are District Only members

### II. Major Programs Presented

A. Programs as part of District meetings (These are evening meetings, optional pre-meeting dinner)

-September 29, 1987 — "Hickory Dickory Dock: Is Nursing a Profession or Not?" — Presented by Dr. Pearl Skeele Bailey, Director of the Baccalaureate Nursing Program for RNs, York College of the City University of New York

-December 10, 1987 — Annual Awards Ceremony & membership meeting combined. The Award for Excellence in Nursing Practice: Direct Patient Care was presented to Elizabeth A. Ayello for outstanding achievements in nursing practice. The Ruth W. Harper Distinguished Service Award was presented to Ruth W. Harper for leadership and distinguished service to District 14 and the nursing profession. Twenty-two members received twenty-five year membership pins.

-January 28, 1988 — "Public Health Nursing in the 20th Century: Where We've Been and Where We're Going" Presented by Bessie Urquhart, Bureau Chief, Public Health Nursing, Suffolk County Department of Health Services.

-March 22, 1988 — "The NYSNA Legislative Program for 1988: Entry Into Practice Legislation" Panel Presentation by Dr. Pearl Skeele Bailey, Director of the Baccalaureate Nursing Program for RNs, York College of the City University of New York, addressing "Implications for Baccalaureate Education," Dr. Cynthia Chesner, Dean, Interfaith Medical Center School of Nursing, addressing "Implications for Associate Degree Education," Ms. Carolyn Goetze, Vice President-Patient Care, St. Francis Hospital, addressing "Implications for Nursing Service," Ms. Janet Marce, NYSNA Director, Legislative Program, addressing "Major Elements of the Legislative Proposal."

-May 24, 1988 — "Membership: A Step to Unity, Collegiality & Power in Nursing." Presented by Dr. Juanita Hunter, President, New York State Nurses Association and Clinical Assistant Professor, State University of New York at Buffalo. Annual Meeting, Address of President Nettie Birnbaum, Executive Director Barbara Malon. Annual Reports of Organizational Units and announcement of elections.

### B. Programs Offered by Organizational Units

-June 1, 1987 — (Geront.) — "Interdisciplinary Team Input for Geriatric Patients." Speaker — Catherine Strobel, P.T., Madonna Residence, Brooklyn.

-September 8, 1987 — (Geront.) — "Legal Assistance For Senior Citizens." Speaker — George Roach, Esq., Legal Aid Society, Senior Citizens Division.

-September 10, 1987 — (NSA) — "Write for Publication" Speaker — Harriet Rosenman, Associate Administrator, Hempstead General Hospital.

-September 29, 1987 — (SN) — "The Pre Alateen — Alateen Program." Speaker — Steve Simpson.

-November 10, 1987 — (Comm. H.) — "Profiles of Families at Risk for Incest." Speaker — Margaret Lyons, Patient Service Manager, Visiting Nurse Service Home Care.

-November 10, 1987 — (Geront.) — Discussion of legislation impacting on care and services for the elderly.

-November 17, 1987 — (NACLI) — Leadership In Action Series — Theme: Recruitment & Retention in Nursing: "Organized Nursing Addresses the Crisis of Recruitment & Retention in Nursing." Speaker — Dr. Juanita Hunter, President, New York State Nurses Association.

-November 19, 1987 — (NSA/Ed. Comm.) — "Creative Collaboration: Nursing Service & Nursing Education." Leaders — Dr. Roberta Abruzzese, Member, Education Committee and Consultant, Reisa Associates and Ms. Anna Keith-Swenson, Chairperson, Nursing Service Administrators Group and Director of Nursing, Jamaica Hospital.

-December 3, 1987 — (NACLI) — Leadership in Action Series: "Recruitment & Retention in Nursing Education: A Role for Everyone in the Future of Nursing." Speaker — Dr. Carol Reed Ash, Associate Dean, Academic Administration and Continuing Education Program, Marion A. Buckley School of Nursing, Adelphi University.

-December 8, 1987 — (Geront.) — "The Role of the Clinical Nurse Specialist in Gerontology." Speaker — Eleanor O'Boyle, Clinical Nurse Specialist — Gerontology, Mercy Hospital.

-December 10, 1987 — (SN) — "New York State Employees' Retirement." Speaker — Lesley R. Leonard.

-February 9, 1988 — (Geront.) — "Psychosocial Aspects of AIDS & The Elderly." Panel — Eileen Finkle, Assistant Director/Director of Nursing, Msgr. Fitzpatrick Pavilion, Mary Immaculate Hospital; Mary Ann Henderson, Consultant, Suffolk County Health Department; Marie Higgins, Veterans Administration Medical Center, Northport; Margaret Reardon, Parkway Hospital.

-February 10, 1988 — (NACLI) — "Demystifying Parliamentary Procedure." Speaker — Ruth W. Harper, Parliamentarian and former Executive Director, Nurses Association of the Counties of Long Island, Inc. All day program.

-March 1, 1988 — (Comm. H.) — "Elder Abuse." Speaker — Margaret Lyons, Patient Service Manager, Visiting Nurse Service Home Care.

-March 8, 1988 — (Leg.) — "Lobby Day: 1988" All day activity.

-March 15, 1988 — (Geront.) — "Rehabilitation Nursing and the Elderly Patient." Speaker — Bruce Shenbaum, Nurse Practitioner-Rehabilitation, Veterans Administration Medical Center, Northport.

-March 17, 1988 — (NSA) — Exploration of issues and directions for the NSA Group.

-March 24, 1988 — (SN) — "Diabetes." Speaker — Beth Beller, Phyllis Furst, Kathy Lipinski and Linda Zintl of the Metropolitan New York Association of Diabetes Educators.

-April 12, 1988 — (Geront.) — "Physical Dependency in Nursing Homes." Speaker — Mary Sweeney, Supervisor, A. Holly Patterson Nursing Home.

-April 14, 1988 — (Comm. H.) — "Protective Services: An Overview." Speaker — Thom George, Visiting Nurse Service of New York.

-May 3, 1988 — (Prev. of Chem. Dep. Nsg. Prac.) — "Stepping Stones to Recovery: Chemical Dependency in the Helping Professions." Speakers — Candy Asman, Partners in Recovery, Dr. Anthony Calio, Director, Employee Health, Winthrop University Hospital; Lisa J. Cerasano, Conifer Park; Theresa Cirillo, Nursing

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## ANNUAL REPORT — Continued

Superior, South Oaks Hospital; Jayne Elson, Director, The Employee Assistance Program Consortium; Margaret Field, Supervisor, San Giovanni by the Sound; Susan Kaplan, J.D., Ellen Keane, Alcohol Program Coordinator, Southside Hospital; Dr. Patricia Keenan, Professor, Molloy College; Diane McGill, Clinical Research Coordinator, Winthrop University Hospital; Linda Piddie, RN/Counselor, Southside Hospital; Moya Schaus, Nursing Unit Coordinator, South Oaks Hospital; Cathy Shuerin, Director, Alcoholism Treatment Services, Winthrop University Hospital; All day Program.

May 12, 1988 — (NSA) — "Do Not Flexuscite: Conforming to the New Laws" Speaker — Kathleen A. Frawley, Esq., Vice President and Counselor for Jamaica Hospital.

May 18, 1988 — (SNH) — Overview of work of the Shumers and a plan for an orthopedic screening clinic. Speaker — Dr. George Christie, Kismet Shumers Temple.

May 31, 1988 — (Comm. H) — "AIDS, HIV Infection 1988" Speaker — Peter Ungerski, Clinical Nurse Specialist in HIV Infection, Visiting Nurse Service of New York.

### III. Areas of Major District Activity

#### A. Board of Directors — Major Activities

1. Long Range Planning — Presentation of the initial Six Month Evaluation Report to the Board of Directors completed the commendable work of the Task Force on Long Range Planning. The Board's commitment to the continuing development and strengthening of the Association within the framework of the Plan is evidenced in the fostering of coordinated goals and activities within committees and organizational units, establishment of new committees essential to the business of the Association, action to respond to the need for an Association philosophy and mission and identification of the need to assess the Association structure and organization. Specific planning for the latter will be carried out in the next membership year.
2. The following testimonies were presented:
  - February 18, 1988 — President Nettie Birnbach presented testimony on the Nursing Shortage to the Senate Majority Task Force on Suburbs in Transition at a hearing in Nassau County.
  - April 20, 1988 — President Nettie Birnbach presented testimony to the State Department of Health on the Preliminary Report of the Labor-Health Industry Task Force on Health Personnel at a hearing in Suffolk County.
  - May 26, 1988 — Newly elected President Linda Goropouschek presented a second testimony on the above Report at a State Department of Health hearing in Brooklyn.
3. New policies approved include an investment policy for the Association and a policy re absences from committee meetings.
4. The five point Membership Promotion Plan was approved by the Board.
5. The Blue Cross-Blue Shield contract for the Association's Group Plan under the new incentive rated system was approved for the period 7/1/87-6/30/88. The program will continue to be evaluated.
6. The annual Personnel Policy Survey was discontinued.
7. The Leadership in Action Series, continuing education conferences, received approval for continuing offerings.

#### B. Standing Committees

-Bylaws — The committee carried out a complete review of the Association's bylaws and prepared proposed amendments which were approved by the Board of Directors and presented to the membership for action at the Annual Meeting.

-Education — The goals on recruitment, admission and retention into nursing and collaboration between nursing service and nursing education were continued this year. The latter was accomplished with a highly successful joint program with the Education Committee.

The goals on recruitment, admission and retention were fostered through a focus on ethnic minority students in two school districts. Multiple unsuccessful attempts at establishing communications with counselors and surrogate teacher-counselors through official channels led to approaches to individual schools. Presentations were made to elementary, junior and intermediate high school students. Communications were also initiated with parochial schools and PTA groups re presentations about nursing careers.

Three members of the committee serve on the NYSNA Statewide Planning Committee on Nursing Education.

-Finance — In addition to budget preparation, financial review and financial policy recommendations, the committee developed proposals regarding meeting fees, the mail ballot and equipment.

-Legislation — The success of Lobby Day was evidenced in the enthusiastic responses of the 72 participants. Additional activities included presentations to hospital staffs and nursing students, intermittent articles in *Nursing News*, distribution of legislative materials at membership meetings and maintenance of an active "Leg. tree" for maximum response to legislation.

-Membership — A five point Membership Promotion Plan was initiated with major elements to be continued in the next membership year. Components of the Plan are: 1) Mentoring-initiating contacts with new members at meetings and following up between meetings; 2) Bring A Colleague Campaign-encouraging members to bring colleagues to meetings; 3) Key Member Project-Designation of faculty in each school as information sources and planners for presentations about the Association. Script and information packets prepared; 4) Incentives for New Graduates-50% reduced dues bonus for newly graduating nurses; 5) Membership Drive-March through August 1988.

-Nursing Practice — The committee explored major areas and issues including the NYC Health Systems Agency Medical Facilities Plan, RN permits for graduates of foreign nursing schools and strategies for recruitment and retention in nursing.

-Prevention of Chemically Impaired Nursing Practice — The Committee achieved its goals through exceptional involvement of members in activities of the following sub-committees: 1) Education — a successful full day continuing education program; implementation of a Pilot Training Project; presentations to nursing students, preparation of an article on the Pilot Training Program to appear in a national journal and mailing of a survey about substance abuse content in curriculums to all schools of nursing in the Association area. Results of the latter are being compiled; 2) Treatment — Mailing of an information update to all nurse administrators in the Association area; mailing of a survey about handling substance abuse problems in institutions to all nurse administrators (results are being compiled); maintenance of the peer support group in the Queens/Brooklyn area and establishment of a group in the Nassau/Suffolk area and development of strategies to make the peer support groups known to recovering nurses and institutions; 3) Legislation — preparation of a list of lawyers, which is available for distribution.

The committee brochure was revised and is widely distributed. Members of the committee have been responsive to numerous calls for assistance; members act as monitors for NACLI registered nurses enrolled with the NY State Department's Professional Assistance Committee and they have lectured and shared research on the topic of chemically impaired nursing practice.

Continued on page 4

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## ANNUAL REPORT — Continued

### C. Special Committees/Task Forces

**Awards** — A very successful Awards Ceremony was planned by the committee. Approximately two hundred members and guests were present to honor the Association's distinguished awardees.

The committee revised the scholarship award criteria.

**Editorial Advisory** — This newly established committee initiated review of all aspects of publication of the newsletter.

**Task Force on Long Range Planning** — With completion of the Association's Long Range Plan, an initial six month evaluation tool was developed and disseminated to all units of the Association. A six month evaluation report was presented to the Board of Directors and will be distributed to all units as part of the on-going attention to long range planning.

The NACLI Long Range Plan was reviewed in relation to the NYSNA Action Plan. It was determined that, along with being closely allied in major priorities, each reflects the unique nature of the respective associations.

**Council of Committees** — The Board of Directors and Chairpersons of committees and organizational units continued to meet twice during the year to share information, coordinate and collaborate in planning.

### D. Organizational Units

**Community Health Nursing Group** — In addition to programs noted above, the group established a Nursing Diagnosis Subcommittee to pilot the use of sample nursing diagnoses most utilized in the community health nursing setting, established a Membership Subcommittee to increase and encourage staff community health nurses membership and involvement, encouraged attendance of nursing students at meetings, actively recruited members to the Association, addressed issues concerning home health care and community health nursing practice and maintained representation on the Legislation Committee.

**Gerontological Nursing Conference Group** — In addition to programs noted above, the group addressed issues concerning care of the elderly throughout the health care continuum.

**Nursing Education Administrators of Brooklyn** — During this membership year the unit decided to become an independent group.

**Nursing Service Administrators** — In addition to programs noted above, a survey was carried out to address the needs of the group.

**School Nurse Specialty Group** — In addition to programs noted above, the group discussed the update on the AIDS curriculum being prepared for the New York schools, kept membership informed about current legislation and addressed issues concerning school nursing.

The Nursing Image Organization and Psychiatric/Mental Health Nursing Conference Group were not active during the past year.

### E. Representation

Board appointed representatives are serving on the Health Systems Agency Sub Area Councils in Brooklyn and Queens, the NYSNA Statewide Planning Committee on Nursing Education and the Queens Task Force on Domestic Violence.

The President and Executive Director participated in NYSNA Advisory Council Meetings on September 11, 1987, January 13, 1988, March 11, 1988 and May 13, 1988.

The Association maintains membership in MARNA and Nurses House.

Board Officers and directors, members and the executive director are actively involved through membership, elected and appointed positions and speaking engagements throughout the three county area and with state and national affiliations.

### F. Internal Affairs

1. Nursing News is published five times a year.
2. The Blue Cross-Blue Shield group plan continued and served approximately 130 members.
3. Conferences were scheduled for three international visitors. A study/observation program was developed for one.
4. A very large number of telephone calls continue to be handled in Association headquarters. Contacts are made by nurses, other professionals and the community at large for information, guidance or referral.

### IV. Innovative Efforts to Involve Nurses In The Association

The process of development and the initial evaluation of the Long Range Plan was an all-encompassing effort by the Board of Directors, Task Force on Long Range Planning, organizational units and the membership at large.

The five point Membership Promotion Plan (described under the Membership Committee above) provides a range of opportunities for membership involvement and recognition of same.

Increasing sponsorship of nursing students for Association activities provides an initial involvement for potential future members.

There has been an increase in mailings and distribution of notices of meetings and other Association activities.

### Conclusion

Highlights of the past membership year which may be underscored for the special consideration and involvement of the membership include:

- Amendments to the Association Articles of Incorporation and bylaws, voted by the membership at the Annual Meeting on May 24, 1988.
- The formation of the new association in Suffolk County which is recognized as constituent District 19 of NYSNA.
- The NYSNA Open Forum scheduled in September, 1987 focusing on the future membership of NYSNA in ANA.
- The NYSNA Arden House Conference on Recruitment & Retention in Nursing. The report has been a guidepost for many committee actions.
- The attention to recruitment and retention in nursing by all units in the Association.
- The continuing high level of activity in the legislative area.

The issues will continue to be addressed in an aggressive manner. The Association will continue to be strengthened by the commitment and dynamism of the membership, to whom we are greatly indebted.

We greatly appreciate the attention and special efforts of NYSNA President Juanita Hunter, Executive Director, Martha Orr and the NYSNA staff in providing most valuable and productive channels of inquiry, communication and information.

Linda Goropouloschek  
President

Barbara Malon  
Executive Director



9/8-9/88 ADVISORY COUNCIL MEETING

5/3/93

Advisory Council

UNT Annual

Sept 18 Summary of Meeting

Sept 11

Sept 11: Annual/Board Information & Funding, successful

Letter to National Council

Final letter regarding funding, successful

Sept 19: 100% funding

Sept 9: Summary of Meeting

Board meeting 1st session

Meeting about funding, 1st session

Meeting about funding, 2nd session

Meeting about funding, 3rd session

Meeting about funding, 4th session

Meeting about funding, 5th session

Meeting about funding, 6th session

Meeting about funding, 7th session

Meeting about funding, 8th session

Meeting about funding, 9th session

Meeting about funding, 10th session

Meeting about funding, 11th session

Meeting about funding, 12th session

Meeting about funding, 13th session

Meeting about funding, 14th session

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# 9/8-9/88 ADVISORY COUNCIL MEETING



## DO YOU, OR DOES A COLLEAGUE HAVE A DRUG OR ALCOHOL ABUSE PROBLEM?

The Committee for the Prevention of Chemically Impaired Nursing Practice has been developed to offer:

### PEER ASSISTANCE

#### Aid in assessment & intervention

- Treatment Referral Sources
- Peer Support Group for Nurses
- Referral list of Lawyers
- Advocacy
  - Back to work contracts
  - Licensing issues
- Educational Programs
- Lobbying
- Up to date information on The State Education Department's Professional Assistance Program

Nurses Association of The Counties of Long Island, Inc.  
District 14, New York State Nurses Association  
One Hanson Place, Room 1707  
Brooklyn, New York 11243

N · U · R · S · E · S  
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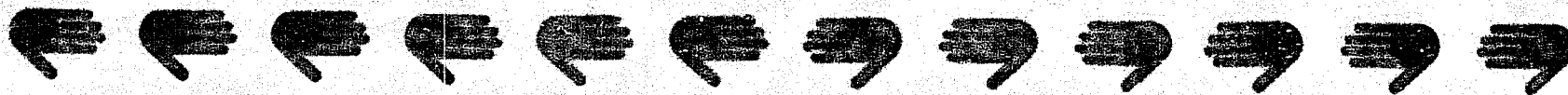
## COMMITTEE FOR THE PREVENTION OF CHEMICALLY IMPAIRED NURSING PRACTICE

New York State Nurses Association  
District 14  
One Hanson Place, Room 1707  
Brooklyn, New York 11243  
(718) 783-4433 or (516) 352-0717



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# 9/8-9/88 ADVISORY COUNCIL MEETING



## P · H · I · L · O · S · O · P · H · Y S · T · A · T · E · M · E · N · T

Substance abuse in the nursing profession has been an ongoing problem for many years. A "conspiracy of silence" has been the prevailing factor in issues surrounding chemical dependency in nursing. This silence does little to enhance the image of nursing, positively affect patient care, and assist our impaired colleagues' need for treatment.

Substance abuse is a major health problem in our society. It is a progressive but treatable illness which impairs one's ability to function. Substance abuse impacts on families, friends, co-workers, and employees.

The Committee for the Prevention of Chemically Impaired Nursing Practice recognizes that it is responsible and accountable to the nursing profession to provide assistance to nurses as well as to protect the consumer.

Current rules relating to definitions of unprofessional conduct in health care now designate alcohol and drug abuse as illnesses. Disciplinary provisions are now in place whereby practicing nurses can voluntarily surrender their licenses while entering treatment. This Committee has developed objectives to respond to this problem.



## C · O · M · M · I · T · T · E · E I · N · F · O · R · M · A · T · I · O · N

The committee for the Prevention of Chemically Impaired Nursing Practice has general membership meetings six times a year, coinciding with NYSNA meetings. At these general meetings long range planning and committee updates are the primary focus.

Three subcommittees meet as often as necessary to develop and implement goals pertinent to their area.

### Education

Develop and implement a variety of programs to educate the nursing population about chemical dependency issues.

### Legislation

Monitor implementation of pertinent legislation, lobby for passage of supportive legislation, and maintain a lawyer referral list.

### Treatment

Facilitate treatment and referrals, maintain support group services, address re-entry into practice issues, communicate with Dist. 14 Nursing Administrators to determine district resources.

### GENERAL INFORMATION

Nurses Association of the Counties  
of Long Island, Inc.  
(718) 783-4433 Or (516) 352-0717  
or

Committee Chairperson

Lotty Inselberg  
(516) 791-5604

### Subcommittee Chairpersons

Treatment	Kathleen Sheenan (718) 470-8940
Education	Cathy Sheerin (516) 385-1371
Legislation	Margaret Field (516) 477-2035 2437

### FREE INITIAL REFERRAL AND ASSESSMENT SERVICES.

### CONTACT SOURCES

Nassau	Cathy Sheerin, RN (516) 385-1371
Queens } Brooklyn }	Elaine Graf, RN (718) 470-8950
Suffolk	Terry Cirrito, RN (516) 264-4000 ext. 424

## W E E K L Y · P E E R S U P P O R T · G R O U P S

- Open to any RN wishing to stop using alcohol or drugs.
- A safe meeting place for recovering nurses to meet, share, and learn to cope without relying on chemicals.
- Anonymity & confidentiality are maintained.

For further information about meeting place call:  
Kathleen Sheenan—(718) 470-8940

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## THE NEW YORK STATE NURSES ASSOCIATION

### MEETING OF ADVISORY COUNCIL

May 13, 1988

### HIGHLIGHTS OF DISTRICT ACTIVITY

#### District 5

Continuing education: 5/6 - Nurses Day Breakfast and History of Nursing Workshop

Membership recruitment and retention: planning communication to nurses in district inviting them to join; recent distribution of questionnaire to current members about satisfaction/dissatisfaction with DNA activity

Membership trends: very slight decrease; DNA-only members comprise greater portion of membership

Professional image: Nurses Day Breakfast provides positive media attention; legislator, media and a nurse were awarded; two scholarships given for first time

#### District 7

Continuing education: 3/29/88 - general membership meeting and program entitled "Problem Solving for Professional Growth"

Membership recruitment and retention: reception for graduating seniors in geographic area (RN and BSN students); May '88 Newsletter to schools of nursing in adequate supply for distribution to seniors; evaluation of literature, films and activities in area to prevent duplication of recruitment efforts; articles in Newsletter on nurses' roles in recruitment

Membership trends:	bi-level	151	(+1)
	direct DNA	143	(+13)
	total	294	(+14)

Professional image: mayoral proclamation of Nurses Day; 5/23 program on dressing for success

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## District 8

### Continuing education:

NYSNA president spoke at joint District 8/Sigma Theta Tau Gamma Delta Chapter annual dinner meeting; presentation combined STT distinguished lecturer presentation "Nursing Care: Is There a Future?" with update on NYSNA focus; presentation was very informative, especially on LPN regulations and Labor-Health Industry Task Force Report

### Membership recruitment and retention:

systematic informal recruiting project consisting of placement of key recruiter in work settings (public health department, local hospital, nursing schools); results positive; increase in membership

### Membership trends:

December 1987: bi-level 47  
total 106

May 1988: bi-level 52  
total 118

DNA is very pleased with current trend; 50 members attended annual meeting, many of whom are new members from areas traditionally not represented

### Professional image:

DNA continues in efforts to increase exposure of nurses and nursing. We have had good press coverage. A local TV station interviewed Dr. Hunter on May 5. (Unfortunately, the station has informed the district that the interview will not be broadcast.) TV coverage was obtained of a BP, mass index "clinic" held on Nurses Day.

### Other remarks:

#### Correction of May Advisory Council meeting report:

The district is contemplating increasing dues, but has not yet done so.

## District 10

### Continuing education:

Ideas are under consideration, particularly on subjects that would lend themselves to joint presentation with other agencies (cancer society, hospitals).

### Membership recruitment and retention:

Potential members will attend annual dinner meeting on May 11.

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# 9/8-9/88 ADVISORY COUNCIL MEETING

Membership trends:  
slight increase

Professional image:  
Posters and informational literature were displayed in Schenectady, Amsterdam, Johnstown and Gloversville libraries during Nurses' Week. A committee for public relations was formed, and will meet during the summer.

## District 11

Membership recruitment and retention:  
District's Secretary serves on task force for recruitment and retention for Ulster County as liaison. District's assistance has been offered to County.

Membership trends:  
membership stable at approximately 150; participation in general membership meetings increasing

Professional image:  
DNA representatives responded to questions about DNA activity at two area hospitals. An area facility would not permit district to present (administration's misconception about "union" activity). DNA placed ad in local newspapers recognizing nurses during Nurses Week.

## District 14

Continuing education:  
3/22 - "1988 NYSNA Legislative Agenda: Entry Into Practice Legislation"; panel presentation at membership meeting  
5/3 - "Stepping Stones to Recovery: Addressing Substance Abuse in the Helping Professions"; full day program sponsored by NACLI Committee for Prevention of Chemically Impaired Nursing Practice  
5/24 - "Membership: A Step to Unity, Collegiality and Power in Nursing"; speaker Juanita Hunter

Membership recruitment and retention:

Membership drive, March-August 1988

Reduced dues bonus for graduating nurses initiated

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## Key member project initiated:

- faculty on campuses in Association area designated as key members
- script for presentations and packet prepared
- orientation sessions initiated

"Bring A Colleague Campaign" under way for membership meetings

Mentoring under way at membership meetings

Letters developed for new and renewing members

## Other activity:

Updated brochure prepared by Committee for the Prevention of Chemically Impaired Nursing Practice

Long-Range Plan six-month evaluation completed. To be presented to board on May 11 and distributed to membership units

Testimony presented by President Birnbach on April 20 DOH hearing on report of the Labor-Health Industry Task Force

## District 15

### Continuing education:

program on 3/17 on nursing's varied roles: speakers: Administrator of Delhi County Infirmary; per diem ER nurse who also teaches in elementary school; nurse anesthetist

### Membership recruitment and retention:

career day appearances at local high schools; county school guidance people contacted

### Membership trends:

not promising; telephone contacts being made with home for improvement; changing district membership to fiscal year June 1-May 31 for ease of record keeping

### Professional image:

newspaper proclamations, radio interviews, window displays for Nurses Day; publicity on health screening blood analysis labs sponsored by district as public service



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# 9/8-9/88 ADVISORY COUNCIL MEETING

## District 18

### Continuing education:

NYSNA president spoke on 4/13: "The Struggle in Nursing: Is It Worth the Fight?"

"Communicating Control in Nursing" annual dinner meeting; speaker: Dr. Andrea O'Connor

### Membership recruitment and retention:

evaluating questionnaire responses to set goals and considering other projects

### Membership trends:

increase in both DNA only and bi-level

### Professional image:

display ad and press releases developed for Nurses Day

WMB  
5/12/88  
AC12

#6

9/8-9/88 ADVISORY  
COUNCIL MEETING

HIGHLIGHTS OF DISTRICT ACTIVITY FOR PREPARATION OF  
ADVISORY COUNCIL MEETING SUMMARY

(for May 13, 1988 meeting)

District 2 Date 5/13/88

Representative completing form (please indicate position):

Jan Volland, RN, MS, President

Please give brief description of activities engaged in since last meeting which relate to:

CONTINUING EDUCATION:

"Nurses Helping Nurses: The Chemically Impaired Nurse"

"Peer Assistance Program in New York State"

"Nursing Issues 1988" Dr. Juanita Hunter

MEMBERSHIP RECRUITMENT AND RETENTION:

Essay Contest for 7th and 8th grade students on how nurses contribute to the health of people. Fourteen regional prizes, a runner up and grand prize were chosen out of 140 entries.

Personal phone calls to new and non-renewing members.

MEMBERSHIP TRENDS:

Stable.

District dues increase of \$10.00 per year approved.

PROFESSIONAL IMAGE:

Media review ongoing by Public Relations Committee.

Media Award presented at Spring Dinner.

Mal Callan, President appeared on several radio and TV news programs to discuss the nursing shortage and the issue of chemical dependency in nursing.

OTHER QUESTIONS, CONCERNS, ISSUES YOU WISH DISCUSSED:

Testimony presented to the Labor Health Industry Task Force Hearings by Mal Callan, Past President.

Computer Feasibility Task Force arranging for Consultation.  
Pursuing development of a task force on the Impaired Nurse.

(Return to W. M. Burbank in envelope provided. Please mail no later than May 9. Thank you.) (AC6)

HIGHLIGHTS OF DISTRICT ACTIVITY FOR PREPARATION OF  
ADVISORY COUNCIL MEETING SUMMARY

(for May 13, 1988 meeting)

District #9 Date May 8, 1988

Representative completing form (please indicate position):

Jeanne ELISHA President

Please give brief description of activities engaged in since last meeting which relate to:

CONTINUING EDUCATION:

MEMBERSHIP RECRUITMENT AND RETENTION:

1) Career Fair at Local Shopping Center.

We met many Non-member practicing nurses as well as prospective students. All will be invited to our June meeting.

2) We will be contacting all nurses who have allowed nursing membership to LAPSE.

MEMBERSHIP TRENDS:

Increasing slightly on both levels.

Actual numbers will be available in June.

PROFESSIONAL IMAGE:

At our April meeting our speaker was Benita Zangheri, newscaster. Her topic was "The Community's Changing Needs". We had 200 members attend.

Several members of the District testified at the State force hearings.

OTHER QUESTIONS, CONCERNS, ISSUES YOU WISH DISCUSSED:

(Return to W. M. Burbank in envelope provided. Please call no later than May 9. Thank you.) (AC6)



#6

9/8-9/88 ADVISORY  
COUNCIL MEETING

HIGHLIGHTS OF DISTRICT ACTIVITY FOR PREPARATION OF  
ADVISORY COUNCIL MEETING SUMMARY

(for May 13, 1988 meeting)

District #9 Date May 8, 1988

Representative completing form (please indicate position):

Jeanne ELISHA President

Please give brief description of activities engaged in since last meeting which relate to:

CONTINUING EDUCATION:

MEMBERSHIP RECRUITMENT AND RETENTION:

- 1) Career Fair at Local Shopping Center.  
We met many Non-member practicing nurses as well as prospective students. All will be invited to our June meeting.
- 2) We will be contacting all nurses who have allowed NYSNA membership to LAPSE.

MEMBERSHIP TRENDS:

Increasing slightly on both levels.  
Actual numbers will be available in June.

PROFESSIONAL IMAGE:

At our April meeting our speaker was Benita Zahm, local newspaper. Her topic was "The Community's View of Nursing".  
We had 200 members attend.

Several members of the District testified at the Black  
force hearings.

OTHER QUESTIONS, CONCERNS, ISSUES YOU WISH DISCUSSED:

(Return to W. M. Burbank in envelope provided. Please mail no  
later than May 9. Thank you.) (AC6)

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## NOTES ON ADVISORY COUNCIL MEETING OF MARCH 11, 1988

See agenda of meeting attached.

DNAs reported on their activities, including those related to their educational programs, lobby days, and the nursing shortage. Of particular interest were the following:

- D1: legislative breakfast  
school poster contest for Nurses Day
- D2: exhibit in local mall  
breast cancer awareness program
- D3: made a videotape of DNA activities  
developing a peer assistance program
- D4: reported on work with consumer advisory council
- D6: noted extensive airing of ANA PSA in their area
- D9: developing a retired nurses group  
strong committee on impaired nurses practice
- D13: lecture series on AIDS  
hosting brunch for guidance counsellors

D19: will elect officers in May

*Handwritten: Report of Council Mtg*

DNA reps expressed some concern over Board's decision regarding appointment of Advisory Council Coordinator (as amended by Board at the January meeting).

No other significant issues or concerns were reported.

*Handwritten: District Reports - none to share*

*Handwritten: Reports from the Educational Offerings, Recruitment, Membership Issues*

*Handwritten: Budget - One Page Outline - to advance agenda*

*Handwritten: Highlights*

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*Handwritten: Membership*

*Handwritten: Next Meeting Activities related to Recruitment*

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*Handwritten: General Questions*

*Handwritten: Full Review of Open Major Issues back only*

## THE NEW YORK STATE NURSES ASSOCIATION

### MEETING OF ADVISORY COUNCIL

The Veronica M. Driscoll Center for Nursing  
Guilderland, New York

March 11, 1988

### TENTATIVE AGENDA

PRESIDING: Juanita K. Hunter, President

1. Call to Order
2. Introductions
3. Announcements
4. Status of Proposed Guidelines for Structure, Function and Operation of Advisory Council (in third draft)
5. DNA Issues/Concerns

Report on Activities of District 4 Consumer Advisory Committee (continuation of January meeting discussion)

### 6. NYSNA Activities

#### a. President's Report

1. Arden House Consortium Meetings
2. NYSNA/Pennsylvania Nurses Association Joint Executive Committee Meeting

#### b. Executive Director's Report

#### c. Program and Department Highlights

### 7. ANA Activities

- a. Update on Progress Toward Implementation of Resolution on Organizational Mission

### 8. Other Items

### 9. Date of Next Meeting

### 10. Adjournment

WMB  
2/22/88  
AC1

#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

## THE NEW YORK STATE NURSES ASSOCIATION

### MEETING OF ADVISORY COUNCIL

The Veronica M. Driscoll Center for Nursing  
Guilderland, New York

May 13, 1988

### TENTATIVE AGENDA

PRESIDING : Juanita K. Hunter, President

- Time  
Certain*
- ✓ 1. Call to Order
  - ✓ 2. Introductions
  - ✓ 3. Announcements
  - ✓ 4. Status of Proposed Guidelines for Structure, Function and Operation of Advisory Council
  - ✓ 5. DNA Issues/Concerns
  - 6. NYSNA Activities
    - a. President's Report
      - ✓ 1. Liaison Activities
      - ✓ 2. Arden House Consortium
    - ✓ b. Executive Director's Report
      - ✓ 1. Membership Figures
      - ✓ 2. Report on Public Hearings on Health-Labor Industry Task Force Recommendations
      - ✓ 3. Legal Action Challenging LPN Regulations
    - ✓ c. Program and Department Highlights
  - 7. ANA Activities
    - a. Progress Report on Implimentation of Resolution on Organizational Mission
    - ✓ b. Progress Report of Commission on Organizational Assessment and Renewal
    - ✓ c. 1988 House of Delegates Matters
    - ✓ d. April ESREC Meeting
    - ✓ e. April Board of Directors Meeting
  - 8. Other Items *NYSNA Agenda*
  - 9. Date of Next Meeting *Sept. 8-9*
  - 10. Adjournment



#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

## THE NEW YORK STATE NURSES ASSOCIATION

### REPORT OF MEETING OF ADVISORY COUNCIL

March 11, 1988

PRESIDING: Juanita K. Hunter, President

#### I. ATTENDANCE

Representatives attended from fifteen of the nineteen districts. An attendance roster is appended to this report.

#### Staff:

Martha L. Orr, Executive Director  
Elizabeth Carter, Deputy Director  
Robert R. Sacco, Director of Financial Affairs  
Karen A. Ballard, Director, Nursing Practice and Services Program  
Wendy M. Burbank, Associate to the Executive Director  
Gail DeMarco, Associate Director, Nursing Practice and Services Program  
Warren G. Hawkes, Director, Library  
Louise Kehn, Associate Director, Nursing Practice and Services Program  
Josephine LaLima, Director, Nursing Education Program  
Janet P. Manco, Director, Legislative Program  
Karen Maune, Director, Organization Services  
Mardi J. Massaroni, Coordinator, Public Relations  
Anne Schott, Director, Communications, Publications and Public Relations  
Christine L. Tofflemire, Associate Director, Legislative Program

#### II. INTRODUCTIONS

Those present introduced themselves.

#### III. DISTRICT ISSUES/CONCERNS

District representatives present provided reports on recent district activities. These reports included:

District 1 - plans for legislative breakfast on Nurses' Day.

District 2 - continued media inquiries about the recommendations of the Labor Health Management Task Force on Health Personnel.

District 3 - bylaws amendment process under way.

#### District 4 -

The district president continued a report on the progress of the district's recently formed consumer advisory committee. The report included acknowledgement of the importance of:

absence of committee members' possession of special interests (e.g., interests in political or monetary gain [an example of the latter would be involvement in health insurance brokerage]);

committee members' receipt of thorough orientation by board members and other district members to the nature of professional nursing practice, nurses' needs, professional and organizational issues and appropriate components of the image of the profession in the community.

District 7 - A written report was distributed.

District 8 - dues increase instituted.

District 9 - plans for program on nursing's image in community; implementation of scholarship; exploration of formation of retired nurse group; activity of task force on impaired nursing practice.

District 10 - bylaws revision in progress.

District 14 - lobbying activity; progress of membership recruitment drive and evaluation of "long-range plan."

District 15 - three district members' service as NYSNA delegates to 1988 ANA House; one district member's appointment to NYSNA Statewide Planning Committee on Nursing Education.

District 18 - activity designed to increase members' participation.

District 19 - progress since January conferral of NYSNA constituent status: membership at 130; in process of incorporation and conduct of first election; plans for programs.

Representatives of Districts 6, 11, 13 and 17 reported on various activities.

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# 9/8-9/88 ADVISORY COUNCIL MEETING

## IV. NYSNA ACTIVITIES

### A. President's Report

#### 1. Arden House Consortium Meetings

Dr. Hunter reported that the consortium has been divided into subgroups for consideration of aspects of the Arden House Conference recommendations relating to education and practice. Outcomes of the consortium's deliberations will be publicized.

#### 2. NYSNA/Pennsylvania Nurses Association Joint Executive Committee Meeting

Dr. Hunter reported that NYSNA's and PNA's executive committees met on February 16 in Harrisburg. Representatives concurred that confusion was and continues to be prevalent about the significance and implications of the 1987 House of Delegates' decision to alter SNA membership qualifications required by bylaws. Activity undertaken by the two SNAs at the 1988 ANA Convention will be aimed toward diminishing this confusion insofar as it affects 1988 delegates. The NYSNA Board of Directors will discuss and make determinations about appropriate activities at its March 17-18 meeting.

#### 3. 2/5/88 Meeting with Representatives of the Coalition of Nurse Practitioners

Dr. Hunter reported that this meeting concerning proposed prescriptive privilege legislative measures was cordial, and revealed that there is significant agreement between the two organizations about required components of legislation.

The Advisory Council discussed briefly the nature and scope of agreement between NYSNA and the Coalition about components of legislation that has been considered jointly and independently during the past few years. It was noted that proposed legislation providing for prescriptive privileges for nurses has been combined with legislative measures providing for so-called "advanced nursing practice." NYSNA has opposed and continues to oppose the latter provision because it would have extremely restrictive effects on the legitimate and appropriate nature and scope of practice of all registered professional nurses. The Coalition continues to support the "advanced nursing practice" provision.

District representatives acknowledged that the needs and interests of the profession at large can be served well if the organizations continue to cooperate on those areas of proposed legislation on which agreement exists.

#### 4. 2/11/88 meeting with representatives of Licensed Practical Nurses and Technicians of New York, Inc.

Dr. Hunter reported that this meeting was cordial and productive. LPNTNY is not wholly supportive of NYSNA's opposition to the content of the recently implemented regulations governing IV therapy procedures by licensed practical nurses. However, the meeting revealed that future discussion by representatives of NYSNA and LPNTNY about entry into practice legislation has the potential for being worthwhile.

#### 5. Other Liaison Activity

Dr. Hunter reported that she and Ms. Orr attended the annual meeting of the Nursing Students Association of New York State. She reported on discussions with the Greater New York Hospital Association about provision of nursing scholarships.

### B. Executive Directors' Report

#### 1. Membership Figures

Ms. Orr directed attention to membership reports provided.

#### 2. Labor-Health Industry Task Force on Health Personnel

Ms. Orr reported that the final report of the Task Force has not yet been released. Organizations of other disciplines that participated in Task Force deliberations have serious concerns similar to NYSNA's about the group's draft recommendations. The Association has been advised that minority reports will not be accepted by the Department of Health. Advisory Council representatives were encouraged to communicate concerns about the implications of the preliminary recommendations to Department of Health officials.



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# 9/8-9/88 ADVISORY COUNCIL MEETING

## 3. Legal Action Challenging Regulations Governing IV Therapy Procedures by Licensed Practical Nurses

Ms. Orr reported briefly on the Association's institution of legal action challenging the LPN regulations. (District leadership, NYSNA leadership and NYSNA membership received a communication dated February 23, 1988 which provides details of the action.) The report included acknowledgement of the difficulty in documenting the authority of the State Board for Nursing inherent in the nature of formal written provisions for the Board's responsibility.

## C. NYSNA Program and Department Highlights

NYSNA staff members gave brief presentations about parts of their written reports and responded to Council members' questions. Discussion included:

### Nursing Education Program

Dr. LaLima reported that, after the written report was prepared, Statewide Planning Committee on Nursing Education regional committees began meetings. The Committee's recruitment plans were discussed briefly. Dr. LaLima conveyed to district representatives the Committee's request for information about district recruitment activity in nursing education.

Ms. Orr reported on those activities of the E&GW Program that are public knowledge. A memorandum about the impact of district activity on the E&GW Program was distributed for the use of District presidents, board members and executive directors.

## V. AMERICAN NURSES' ASSOCIATION ACTIVITY

### A. Progress Report on Implementation of Resolution on Organizational Mission

Dr. Hunter reported briefly on the progress of the work of the ANA Commission on Organizational Assessment and Renewal (which is in its incipient stages) as that progress has been reported to constituent SNAs. The Commission was established in December 1987 to conduct a broad-based study of ANA's structure, function, membership base and inter-organizational relationships.

NYSNA is engaged in efforts to implement the resolution in cooperation with the Pennsylvania

Nurses Association, as reported on page 3 of this report.

### B. Report of Joint Task Force for Self-Study, Board on Certification/Board on Accreditation

Dr. Hunter reported that this task force reported to the ANA Board in December findings and recommendations which embody and endorse measures which would result in ANA's abdication of its legitimate responsibility and authority as the credentialing agent for professional nurses. NYSNA has expressed strong exception to these recommendations and to ANA's failure to seek the contributions of constituent member SNAs to the ANA Board's deliberations on this issue.

The ANA Board did not consider the report at its December meeting. The report was referred to the Cabinets on Nursing Education, Practice and Services for their review. It is probable that the ANA Board will consider the report again at its April meeting.

## VI. OTHER ITEMS

### A. Status of Proposed Guidelines for Structure, Function and Operation of the Advisory Council

An Advisory Council member expressed concern about the following amendment of the Proposed Guidelines made by the Board of Directors:

#### IV., Operations, C.

revision of:

"The [Advisory Council] Coordinator will be selected from a list of individuals recommended by the Advisory Council."

to read:

"The Board will request recommendations from the Advisory Council for the position of coordinator."

The concern was based on: (1) the intended role of the coordinator as a representative of the interests and needs of the Council; (2) the implication contained in the new language that the Board may not accept the Council's recommendations for appointment.

Dr. Hunter assured the Council that, when the guidelines are implemented, the Board would give



#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

very serious consideration to all Council recommendations for appointment to the coordinator position. Dr. Hunter reminded the Council that the provision for Board appointment of the Advisory Council coordinator, as it is expressed in the amendment, is consistent with procedures for appointments to all other board-appointed units. Dr. Hunter indicated that the amendment should not be perceived in a negative way. The amendment should be perceived as an instance of the Board's exercise of its obligation to ensure that procedures governing appointments are expressed clearly and consistently; and reflect the Board's legitimate and exclusive responsibility for these appointments.

The Advisory Council pointed out that the third draft of the document does not contain provision for appointment of a coordinator-alternate, which the Council had suggested at its January meeting.

## B. Requests for Opinions from NYSNA Legal Counsel

The Council requested that NYSNA legal counsel be asked to give opinions on the following questions which have emanated from Advisory Council discussions at this meeting and the January 1988 meeting about the issues of: proposed guidelines for structure and operation of the Council; and the NYSNA membership status of Advisory Council members.

1. Is it permissible for a constituent district nurses association to require, through its bylaws, that members of its board of directors (directors at large and/or officers) be members of NYSNA?

It was acknowledged that: Although this requirement embodies a demand that members of one organization be members of another separately incorporated organization, it may be appropriate on the basis that an organization has a right to establish qualifications for its elected officials.

2. Is it permissible for a constituent district nurses association to pay the NYSNA membership dues of its president, in order to encourage NYSNA membership and eliminate the burden of it?

It was noted that the prohibition on benefits inuring to members unequally may apply to this practice.

## C. Meeting Preparation and Format Changes

Dr. Hunter suggested that NYSNA provide the following aides for future Advisory Council meetings in an effort to facilitate meetings. Council members concurred that the procedures could be helpful.

1. A bulletin board for the display of any written materials that district representatives wish to share with other districts.
2. A table for display of the most recent issues of district newsletters.
3. A form mailed before each meeting and completed/returned by districts, calling for highlights of recent district activities, which would be collated into a summary for distribution at the meeting. Categories of activity would include: continuing education, membership recruitment and retention, membership trends, professional issues.

## VII. DATE OF NEXT MEETING

Some Advisory Council members requested rescheduling of the May 11 meeting. It was agreed that alternative meeting dates in May will be proposed to the Council by mail.

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9/8-9/88 ADVISORY  
COUNCIL MEETING

3/11/88 Advisory Council Meeting Attendance

District	Representative
1	Georgia Burnette, President Connie Cookman, Executive Director Mary Finnicks, President-elect
2	Mary Eileen Callan, President
3	Elaine Caso, President
4	Ingrid Pearson, President graduate student
6	Martin Gleeson, President
7	Joanne Byrnes, President
8	Rachel Follow, President
9	Jeanne Elisha, President
10	Vicki Rosenberg, President
11	Patricia Sommers, President
13	Rosemary Matos, Administrative Assistant
14	Nettie Birnbach, President Barbara J. Malon, Executive Director
15	Shirley Haddad, President
18	Carol Gold, President
19	Margaret Hardie, Interim President

WMB  
4/27/88  
AC2



#6

9/8-9/88 ADVISORY  
COUNCIL MEETING

HIGHLIGHTS OF DISTRICT ACTIVITY FOR PREPARATION OF  
ADVISORY COUNCIL MEETING SUMMARY

(for May 13, 1988 meeting)

District \_\_\_\_\_ Date \_\_\_\_\_

Representative completing form (please indicate position):  
\_\_\_\_\_

Please give brief description of activities engaged in since last meeting which relate to:

CONTINUING EDUCATION:

MEMBERSHIP RECRUITMENT AND RETENTION:

MEMBERSHIP TRENDS:

PROFESSIONAL IMAGE:

OTHER QUESTIONS, CONCERNS, ISSUES YOU WISH DISCUSSED:

(Return to W. M. Burbank in envelope provided. Please mail no  
later than May 9. Thank you.) (AC6)

#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

## THE NEW YORK STATE NURSES ASSOCIATION

### MEETING OF ADVISORY COUNCIL

May 13, 1988

### HIGHLIGHTS OF DISTRICT ACTIVITY

#### District 5

- Continuing education: 5/6 - Nurses Day Breakfast and History of Nursing Workshop
- Membership recruitment and retention: planning communication to nurses in district; inviting them to join; recent distribution of questionnaire to current members about satisfaction/dissatisfaction with DNA activity
- Membership trends: very slight decrease; DNA-only members comprise greater portion of membership
- Professional image: Nurses Day Breakfast provides positive media attention; legislator, media and a nurse were awarded; two scholarships given for first time

#### District 7

- Continuing education: 3/29/88 - general membership meeting and program entitled "Problem Solving for Professional Growth"
- Membership recruitment and retention: reception for graduating seniors in geographic area (RN and BSN students); May '88 Newsletter to schools of nursing in adequate supply for distribution to seniors; evaluation of literature, films and activities in area to prevent duplication of recruitment efforts; articles in Newsletter on nurses' roles in recruitment
- Membership trends:
- |            |     |       |
|------------|-----|-------|
| bi-level   | 151 | (+1)  |
| direct DNA | 143 | (+13) |
| total      | 294 | (+14) |
- Professional image: mayoral proclamation of Nurses Day; 5/23 program on dressing for success

#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

## District 8

### Continuing education:

NYSNA president spoke at joint District 8/Sigma Theta Tau Gamma Delta Chapter annual dinner meeting; presentation combined STT distinguished lecturer presentation "Nursing Care: Is There a Future?" with update on NYSNA focus; presentation was very informative, especially on LPN regulations and Labor-Health Industry Task Force Report

### Membership recruitment and retention:

systematic informal recruiting project consisting of placement of key recruiter in work settings (public health department, local hospital, nursing schools); results positive; increase in membership

### Membership trends:

December 1987: bi-level 47  
total 106

May 1988: bi-level 52  
total 118

DNA is very pleased with current trend; 50 members attended annual meeting, many of whom are new members from areas traditionally not represented

### Professional image:

DNA continues in efforts to increase exposure of nurses and nursing. We have had good press coverage. A local TV station interviewed Dr. Hunter on May 5. (Unfortunately, the station has informed the district that the interview will not be broadcast.) TV coverage was obtained of a BP, mass index "clinic" held on Nurses Day.

### Other remarks:

#### Correction of May Advisory Council meeting report:

The district is contemplating increasing dues, but has not yet done so.

## District 10

### Continuing education:

Ideas are under consideration, particularly on subjects that would lend themselves to joint presentation with other agencies (cancer society, hospitals).

### Membership recruitment and retention:

Potential members will attend annual dinner meeting on May 11.



#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

Membership trends:  
slight increase

Professional image:  
Posters and informational literature were displayed in Schenectady, Amsterdam, Johnstown and Gloversville libraries during Nurses' Week. A committee for public relations was formed, and will meet during the summer.

## District 11

Membership recruitment and retention:  
District's Secretary serves on task force for recruitment and retention for Ulster County as liaison. District's assistance has been offered to County.

Membership trends:  
membership stable at approximately 150; participation in general membership meetings increasing

Professional image:  
DNA representatives responded to questions about DNA activity at two area hospitals. An area facility would not permit district to present (administration's misconception about "union" activity). DNA placed ad in local newspapers recognizing nurses during Nurses Week.

## District 14

Continuing education:  
3/22 - "1988 NYSNA Legislative Agenda: Entry Into Practice Legislation"; panel presentation at membership meeting  
5/3 - "Stepping Stones to Recovery: Addressing Substance Abuse in the Helping Professions"; full day program sponsored by NACLI Committee for Prevention of Chemically Impaired Nursing Practice  
5/24 - "Membership: A Step to Unity, Collegiality and Power in Nursing"; speaker Juanita Hunter

Membership recruitment and retention:

Membership drive, March-August 1988

Reduced dues bonus for graduating nurses initiated

#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

## Key member project initiated:

- faculty on campuses in Association area designated as key members
- script for presentations and packet prepared
- orientation sessions initiated

"Bring A Colleague Campaign" under way for membership meetings

Mentoring under way at membership meetings

Letters developed for new and renewing members

## Other activity:

Updated brochure prepared by Committee for the Prevention of Chemically Impaired Nursing Practice

Long-Range Plan six-month evaluation completed. To be presented to board on May 11 and distributed to membership units

Testimony presented by President Birnbach on April 20 DOH hearing on report of the Labor-Health Industry Task Force

## District 15

### Continuing education:

program on 3/17 on nursing's varied roles: speakers: Administrator of Delhi County Infirmary; per diem ER nurse who also teaches in elementary school; nurse anesthetist

### Membership recruitment and retention:

career day appearances at local high schools; county school guidance people contacted

### Membership trends:

not promising; telephone contacts being made with home for improvement; changing district membership to fiscal year June 1-May 31 for ease of record keeping

### Professional image:

newspaper proclamations, radio interviews, window displays for Nurses Day; publicity on health screening blood analysis labs sponsored by district as public service

#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

## District 18

### Continuing education:

NYSNA president spoke on 4/13: "The Struggle in Nursing: Is It Worth the Fight?"

"Communicating Control in Nursing" annual dinner meeting; speaker: Dr. Andrea O'Connor

### Membership recruitment and retention:

evaluating questionnaire responses to set goals and considering other projects

### Membership trends:

increase in both DNA only and bi-level

### Professional image:

display ad and press releases developed for Nurses Day

WMB  
5/12/88  
AC12

#6

# 9/8-9/88 ADVISORY COUNCIL MEETING

THIRD DRAFT (includes revisions made by the Board of Directors on 1/21/88)

At its 1/21-22/88 meeting the Board of Directors referred IV., D., 3. (page 3) to the Committee on Finance for its recommendations concerning the financial implications of an unrestricted provision for attendance of Board meetings by the advisory council coordinator. All other components of the document were approved by the Board of Directors.

\*\*\*\*\*

## THE NEW YORK STATE NURSES ASSOCIATION GUIDELINES FOR STRUCTURE, FUNCTION AND OPERATION OF THE ADVISORY COUNCIL

### I. COMPOSITION

The Bylaws of NYSNA define the membership of the Advisory Council in Article IX, Section 1:

The Advisory Council shall be constituted of (a) the president or an alternate and the executive director of this association and (b) the president or an alternate of each constituent district nurses association and (c) the executive director of each constituent district nurses association (where such executive directors are appointed).

It may be within the scope of authority of NYSNA bylaws to require that Advisory Council representatives, per se, be NYSNA members. NYSNA bylaws do not currently make this requirement. It would not be within the scope of authority of NYSNA bylaws to require that the bylaws of constituent district nurses associations (which are separately incorporated organizations) stipulate that DNA presidents, per se, be members of NYSNA. NYSNA strongly recommends that all representatives to the Advisory Council maintain membership in NYSNA, to ensure a strong and unconstrained working relationship between NYSNA and the Advisory Council. These guidelines provide for the appointment of an Advisory

Council "coordinator" from among Advisory Council members whose responsibilities as communicator with the Board of Directors would necessitate that the individual hold NYSNA membership; such membership is required of that particular Advisory Council representative by these guidelines.

### II. PURPOSE

The Bylaws of NYSNA broadly define the purpose of the Advisory Council in Article IX, Section 2:

The purpose of the Advisory Council shall be to consider and promote the interests of this association.

It is recognized that this purpose encompasses the interests of the whole Association, inclusive of district nurses associations and individual members. However, in no instance will any matter intrinsic to the functions of the Economic and General Welfare Program be entertained by the Advisory Council.

### III. FUNCTIONS

The Bylaws of NYSNA do not specify the functions of the Advisory Council. Therefore, the following functions have been derived from the stated purpose of the Council:

- A. to serve as consultant to the Board of Directors in defining, communicating and interpreting the district nurses association viewpoint on nursing, health care and organizational issues;
- B. to consider issues referred by the Board of Directors or the Voting Body to district nurses associations and/or to the Advisory Council and to advise the NYSNA President and Board of Directors on those issues;
- C. to identify issues of DNA concern;
- D. to provide the opportunity for activities of the entire organization to be shared - i.e., between NYSNA and DNAs, and among DNAs;
- E. to identify mechanisms for strengthening the relationship between NYSNA and DNAs; communication between NYSNA and DNAs; and the functioning of NYSNA and DNAs in collaborative efforts.



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# 9/8-9/88 ADVISORY COUNCIL MEETING

## IV. OPERATIONS

- A. The Advisory Council will meet four times yearly prior to the NYSNA Board of Directors' meetings customarily scheduled in January, March, May and September. The Board of Directors will provide the Advisory Council with the first draft of Board meeting agenda as soon as those agenda are available.
- B. Meetings in January, March and May will be one-day meetings. The September meeting will be two days in length, the first day of which will comprise an orientation for newly elected DNA representatives to the Advisory Council.
- C. The Board of Directors will appoint an Advisory Council Coordinator from among qualified (see page 2) DNA representatives to the Advisory Council. The Board will request recommendations from the Advisory Council for the position of coordinator. The Coordinator's term of appointment will be one year in duration.
- D. The Advisory Council Coordinator will assist the NYSNA President and the Council in the following ways:
  1. Consult with DNA representatives to provide contributions to the NYSNA President in preparing meeting agenda;
  1. Communicate recommendations of Council representatives to the President and to the Board;
  3. Represent the Council at NYSNA Board meetings when either the Board or the Advisory Council deems appropriate;
  4. Identify concerns and recommendations arising out of Advisory Council meetings which should be included in the Advisory Council's written report to the Board of Directors.

## V. REIMBURSEMENT OF EXPENSES

Representatives to the Advisory Council will be reimbursed for expenses incurred in attending Council meetings according to current policy of the Board of Directors. Current policy for regular one-day meetings

as of January 1988 specifies that one representative of each DNA will be reimbursed for travel expenses. (Some other expenses incurred in attending the September two-day meeting are reimbursable.) All other expenses are the responsibility of the DNA.

## VI. OTHER

It is understood that the Council serves in an advisory capacity to the NYSNA President and Board of Directors. The Council does not act in a policy- or decision-making role for the Association or for the DNAs.

It is the obligation of constituent DNAs to respond in a timely fashion to requests of the President, Board of Directors and Voting Body for DNA contribution to and/or involvement in Association affairs.

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session to facilitate members' preparation for awards banquet and to prevent the necessity of conducting late-night board planning meetings. Staff will make necessary adjustments in the agenda.

## X. COMMITTEE ON FINANCE

### A. Analysis Report/Comparison with Budget

The Treasurer directed the Board's attention to the Report. The Board noted that both income and expenses are below projection. Contribution to member's equity is \$-95,571 (projection for the period was -\$302,172).

### B. Pending Provision in Proposed Guidelines for Structure, Function and Operation of Advisory Council

Dr. Birnbach informed the Board that, at the Board's request, the Committee considered very carefully the financial implications of the provision in the proposed guidelines which states:

IV./Operations, D.3. [The Advisory Council Coordinator will assist the President and the Council by:] "Represent[ing] the Council at NYSNA Board meetings when either the Board or the Advisory Council deems appropriate."

Dr. Birnbach reported to the Board that the Committee on Finance concluded that this provision must be referred by the Committee back to the Board without submission of a formal recommendation. The Board noted and discussed the following concerns of the Committee about the financial aspects of the "Advisory Council Coordinator" provision:

1. Financial implications depend heavily upon: where the coordinator resides; the number of meetings the coordinator attends.
2. Projection of realistic financial implications is not possible absent restriction in the provision on the number of meetings the coordinator would be permitted to attend per year and whether one or two days of a two-day meeting would be attended.

Given the foregoing, the Committee advises the Board that the provision could cost as much as \$1,000 per fiscal year. The Treasurer emphasized to the Board that the Committee has serious

concerns about the absence of restriction on attendance. It seems certain that the absence of restriction will result in high and volatile expenditures.

The Board concurred with the Committee's evaluation of the difficulties associated with containing the provision's costs. The Board expressed concern about the Council's perceived need for unrestricted activity of the Coordinator given the NYSNA President's presence at Council meetings and consequent ability to represent the interests of the Council at Board meetings.

The Board considered formal disapproval of the isolated provision. However, the Board concurred it is essential that all of the provisions for the coordinator (i.e., the coordinator's appointment, role and activity) be integrated into the document in precise and appropriate ways. The entire document must be re-examined in light of the interdependence of the ways the provisions are expressed and their implications for interpretation and implementation of the guidelines. A simple disapproval of one provision would not be appropriate and helpful to the Board or the Council. In addition, the Board reiterated its concern about the related issue of organizational/financial implications of support of a unit comprised partially of non NYSNA members (see minutes of January 1988 Board meeting).

MOTION Dorothy Williams moved the Board of Directors withdraw approval of the Guidelines.

SECONDED. CARRIED UNANIMOUSLY.

MOTION Jerold Cohen moved the Board of Directors refer the Guidelines to Association legal counsel for review in light of general financial implications and in light of the absence of a requirement of NYSNA membership of Advisory Council representatives.

SECONDED. CARRIED. VOTE: 10 YES; 1 NO.

The Board emphasized that the Advisory Council be informed that, although the Board's concerns about the financial implications of the pending provision necessitated additional review of the guidelines, the Board does not intend to invalidate the

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document. It is now apparent to the Board that provisions for the coordinator's role need clarification and refinement. The clear and positive aspects of the guidelines will continue to be supported.

## C. New York State Fair Exhibit

Dr. Birnbach explained to the Board the components of a New York State Fair Exhibit that were considered by the Committee. The Board noted that the Committee considered at length appropriate components of the exhibit, but does not make a specific recommendation to the Board. The Committee considered these factors:

1. The advice of Fair officials offered last year that the Association consider Fair requirements about the character of its exhibits - i.e., that they must offer "hands-on" service and be visually compelling.
2. The Committee's concern about whether the impact of the proposed "give-away" item (bookmarks at \$2,500 for the quantity) would match its expense.
3. The Committee's concern about whether the part of the exhibit that is proposed to focus on recruitment will be effective; given emphases on the Fair's requirements about exhibits.

The Board noted that the proposal as it was drafted by staff includes three options for the Board's consideration:

Exhibit with full complement of materials	\$4,720
Exhibit with materials with one exclusion	4,600
Exhibit only (limited services, no materials)	1,150

The Board concurred with the Committee's concerns. In addition, the Board considered the exhibit's possible effects on the public's image of the profession. The Board discussed at length: all questions relating to the exhibit's impact; and the high cost of complying with the Fair's requirements.

Following discussion,

MOTION Sandra Mazzeo moved the Board of Directors approve funding for a 1988 New

York State Fair exhibit in the amount of \$2,000.

SECONDED. CARRIED. VOTE: 10 YES; 1 NO; 1 ABSTENTION.

Director at Large Jerold Cohen consented to work with staff in the development of an exhibit the components of which would be commensurate with approved funding.

## D. Committee Recommendation on NYSNA Membership of Advisory Council Representatives

Dr. Birnbach reported that the Committee considered the question of requiring NYSNA membership of Advisory Council representatives, as requested by the Board at its January meeting. The Committee considered:

1. NYSNA bylaws permit district presidents "or an alternate" to attend Advisory Council meetings. Therefore, bylaws would not present any obstruction of a district's Advisory Council participation if non NYSNA members were prohibited from being Council representatives.
2. Amendment of the bylaws to require NYSNA membership of Advisory Council members would be possible from a legal standpoint. However, because the concern at the root of this issue relates to financial support of a unit partially comprised of non members, bylaws amendment may not be the necessary, appropriate or desirable means of resolving the question.

The Committee reminds the Board that current Association reimbursement policy provides for the reimbursement of one representative from each district for travel expenses incurred in attending Advisory Council meetings. The Board considered the Committee's recommendation that, in order to meet expediently the financial concern at the base of the issue, policy be altered rather than bylaws. In the course of the discussion,

MOTION Nettie Birnbach moved on behalf of the Committee on Finance that the Board of Directors approve the Committee's recommendation that current policy governing reimbursement of Advisory Council representatives' expenses incurred in attendance of Council meetings be revised to stipulate that only those Advisory Council



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representatives who are NYSNA members  
will be reimbursed for attendance.

CARRIED UNANIMOUSLY.

E. Conduct of Regional Meetings for NYSNA  
Delegates to 1988 ANA House of Delegates

Dr. Birnbach reported that the Committee considered the financial implications of conduct of regional meetings for NYSNA delegates to the 1988 ANA House, in addition to the scheduled June 1 orientation of all delegates in New York City. The Board noted that reimbursement for all delegates' expenses and provision of luncheon at the regional meetings would not be financially feasible. The Board also noted that, while it is difficult to project the cost of the meetings with accuracy, the total expense would be approximately \$1,500.

The Board noted:

1. There are thirty-six delegates who did not serve in 1987 (it is understood that first-time delegates are in greater need of orientation to the practical aspects of the service than veterans).
2. Forty-eight delegates live in downstate New York. Regional meetings situated upstate would have small attendance.
3. Expenses for support of the delegation have already exceeded allocation.
4. There is a need for both regional meetings (especially for the benefit of first-time delegates) and one orientation of the entire delegation. The delegation should discuss issues together so that the content and spirit of discussion are known by all delegates. It may not be feasible to arrange these forums for the 1988 delegation.

Following discussion,

NOTION Nettle Birnbach moved on behalf of the Committee on Finance that the Board of Directors approve the Committee's recommendation that regional meetings for orientation of NYSNA delegates to the 1988 ANA House of Delegates be conducted, with reimbursement for travel expenses only and provision of coffee breaks.

SECONDED. LOST. VOTE: 3 YES; 9 NO.